



**STATE HEALTH PLANNING
AND DEVELOPMENT AGENCY**
DEPARTMENT OF HEALTH - KA 'OIHANA OLAKINO

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GOVERNOR OF HAWAII
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January 16, 2026

Dear Health Plan Provider:

**Re: HAWAII STATE/SHPDA PRIOR AUTHORIZATION REPORT for
Calendar Years 2024 and 2025**
TIME SENSITIVE – Deadline January 31, 2026

Pursuant to the 2025 Act 151, the State Health Planning and Development Agency (SHPDA) distributes the Health Services Prior Authorization Report Forms to health plan providers to be completed starting January 2026. The data is critical for the completion of the State's Annual Prior Authorization Report of health services for Hawaii.

We are asking for data for **Calendar Years 2024 and 2025**. Attached are two Excel files, **SHPDA_2024_Prior Authorization Report.xlsx** and **SHPDA_2025_Prior Authorization Report.xlsx**, which contain the instructions and the data collection forms. The instructions and the data collection forms in both PDF and Excel formats are also available at SHPDA website <https://health.hawaii.gov/shpda/agency-resources-and-publications/prior-authorization-reporting/>.

If using the Excel files, you will find the tabs at the bottom to access different data collection forms. Please complete or have a designated person to complete the data collection forms for Calendar Years 2024 and 2025. Please complete one data collection form for each service category by health plan and by calendar year, and return the data collection forms to SHPDA via fax at 808-587-0783, USPS mail, or e-mail to dailin.ye@doh.hawaii.gov **by January 31, 2026**.

Mahalo for your prompt attention to this time sensitive matter. If you need assistance, please contact Dailin Ye by email at dailin.ye@doh.hawaii.gov, or by phone at (808) 587-0852.

Sincerely,

Dailin Ye, MD, PhD
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